

**RIGHT TO KNOW ADVISORY COMMITTEE
LEGISLATIVE SUBCOMMITTEE**

DRAFT AGENDA

September 13, 2012

1:00 p.m.

Room 438, State House, Augusta

Convene

1. Welcome and Introductions
Judy Meyer, Chair
2. Projects
 - A. Email retention, storage, retrieval
 - B. Status of e-mail addresses collected by schools and towns
Review draft
 - C. Use of technology in public proceedings (participation from remote locations)
Review revised draft
 - D. Templates for drafting specific confidentiality statutes
3. Scheduling future meetings
4. Other?

Adjourn

Department Series Report

4: Conservation

Description
Description

56#:

Schedule #: 537 2#:Citizen's Forestry Council Meeting Minutes

Materials including agenda business items and minutes for official meetings of the CFAC

Schedule #: 1250 13#:Commissioners Correspondence (Conservation)

Commissioners correspondence (Department of Conservation)

Schedule #: 537 1#:Forests For the Future Internal Working Papers

Internal working papers of the program, results of meetings, transferring information, etc.

Schedule #: 537 4#:Forests For The Future Program Reference Materials

Consists of studies, reports, articles, and so forth about the forest resources of Maine.

Schedule #: 537 3#:General Correspondence

General Correspondence between program staff and the CFAC members. Plus other correspondence with the public.

Schedule #: 1298 14#:Historic photos and videos of the Department of Conservation activities

Photos of state parks, Spruce Budworm, Public Lands, general fauna and flora. Videos of Snowmobile Training, Bigelow Mountain, etc. Keep in Agency until no longer needed.

Schedule #: 574 5#:Legislative Committee Documents

Documents in the nature of reports and studies from Joint Standing Committees to which the Deputy Commissioner is assigned.

Schedule #: 1143 12A:Planning Files (Forestry)

Media
Approval Date
In Agency Retention
Rec Center Retention
Disposition
Status
Fiscal Year Type
Fiscal Year Type

10/24/198 Years 3 No Retention 0 Archives Current

2/23/1993 Years 2 Years 0 Archives Current

10/24/198 Years 50 No Retention 0 Destroy Current

10/24/198 Years 50 No Retention 0 Destroy Current

10/24/198 Years 3 Years 3 Destroy Current

4/15/1999 Variable - See Description 0 Years 0 Archives Current

1/9/1987 Years 3 No Retention 0 Archives Current

A-1

Department Series Report

4: Conservation

Description Description

These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.

Schedule #:

1143 12B:Planning Files (Forestry) Final Report
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Paper	3/15/1995	Years 10	Years 10	Destroy	Current	Fiscal Year Type
Paper	3/15/1995	Years 0	No Retention	Archives	Current	Fiscal Year Type

Department Series Report

4: Conservation

Description Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
58#:Forestry							
Schedule #: 645 8#:Air Detection Contracts	Paper	12/16/198	Years 3	No Retention 0	Destroy	Current	
Contracts for service, riders, amendments, flight maps, and related							
Schedule #: 1506 23#:Civilian Conservation Corps	Paper	2/13/1989	0	0	Archives	Current	
Documents, newsclippings, training manuals.							
Schedule #: 662 11#:Forestry Appeals Board Records	Paper	2/22/1988	Years 0	No Retention 0	Archives	Current	
Records of the appeals brought before the Forestry Appeals Board during the Board's existence. To include : Inter-departmental Memoranda; Application for review and related correspondence.							

Department Series Report

7: Executive

Description Description

102#: Governor, Office of the

Schedule #: 1107 5#: Boards and Commissions File
Working files of the myriad of Boards and Commissions throughout Maine State Government. Files contain: resumes, applications, appointments, length of term, etc. Keep in agency until no longer referenced.

Schedule #: 1107 2#: Constituent & Low Level Correspondence
Correspondence to and from the Governor's Office from constituents including: birth announcements; retirement letters; birthdays and birthday parties; letters of regret for not attending a function; etc.

Schedule #: 1281 117#: Executive Orders
Executive orders issued by the Office of the Governor, with all referenced attachments.

Schedule #: 1107 6#: Federal Agency Files
These files deal with issues relating to the State of Maine and the various departments of the Federal Government. Examples: Portsmouth Naval Shipyard; various dredging projects.

Schedule #: 1115 8#: Governor's E-Mail Correspondence
Electronic mail sent to and from the Governor's Office. Retain in office through end of term, then transfer to Archives.

Schedule #: 1108 7#: Governor's Schedule
The Governor's scheduled appointments including: appointment books, daily, weekly, and monthly calendars and back-up materials. Keep in agency until term complete.

Schedule #: 1107 4#: Governor's Speeches

Tuesday, September 04, 2012

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Paper	8/23/1994	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	Fiscal Year Type
Paper	8/23/1994	Years 1	Years 3	Destroy	Current	
Paper	8/5/1998	Years 2	Years 0	Archives	Current	
Paper	8/23/1994	Years 1	No Retention 0	Archives	Current	
Paper	2/5/2003	Contingent Upon Event - See Description	Years 0	Archives	Current	
Paper	8/23/1994	Contingent Upon Event - See Description	No Retention 0	Archives	Current	

A-2

Department Series Report

7: Executive

Description Description

Speeches made by the Governor to various groups, organizations, the Legislature, etc. These speeches are on both cards and paper. Keep in agency

Media	Approva I Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Paper	8/23/1994	Contingent Upon Event - See Description	No Retention 0	Archives	Current	

Schedule #: 1107 1#:Issues Files

These files are State issues which come from the various departments and from the Governor's Office. These files are kept by the various department liaisons within the Governor's Office. Issues such as: gay rights; Kathy Haggerty; marijuana; Edwards Dam; Workers Compensation. Keep in agency until issue resolved plus 1 year.

Media	Approva I Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Paper	8/23/1994	Years	No Retention 0	Archives	Current	

Schedule #: 1107 3#:Judicial Files

These files include judicial hopefuls, appointed judges, and retired judges. Files contain: applications, resumes and related correspondence. Keep in agency until no longer referenced.

Media	Approva I Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Paper	8/23/1994	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	

Schedule #: 0 1632:Maine Law Enforcement Planning & Assistance Agency

This Agency was created by a federal grant to study Juvenile delinquency in

Media	Approva I Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Paper	9/1/2000	Years	No Retention 0	Archives	Current	

Schedule #: 1123 10#:Maine State Agency and Department Files

Miscellaneous memos concerning various issues, generally unrelated. These are copies of letters from the Governor to individuals on miscellaneous topics related to the Departments. Files contain: memos requesting contingency training account funds, briefing memos from commissioners to the Governor on issues or phone calls to make. These files were established as general files when there was no need for specific issue files.

Media	Approva I Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Paper	11/15/199	Years	2 Years	12 Archives	Current	

Schedule #: 1690 20#:Maine State Employees Combined Charitable Appeal Campaign (MSECCA)

7: Executive

These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee's contributions are distributed to the various charitable organizations. All records pertaining to Federal and Agency submission applications and Committee decisions, correspondence, campaign and reports, administrator contracts, Planning & Admission Committee

Tuesday, September 04, 2012

Department Series Report

7: Executive

Description Description

Miscellaneous projects of the Governor's - Loaned Executive Program, Distinguished Lecture Series, and other projects that don't fall within normal office operations of the office.

Schedule #: 1115 9#: Weekly Reports of Commissioners
Each week written reports are submitted to the Governor's Office by the various commissioners about their departments. Reports contain major issues of the day regarding their departments. Retain in agency until governor's term ends.

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Paper	1/5/1994	Years 4	No Retention 0	Archives	Current	Fiscal Year Type
Paper	11/15/1999	Contingent Upon Event - See Description	Years 4	Archives	Current	Fiscal Year Type

Department Series Report

29: Secretary of State

Description Description

255#: Maine State Archives

Schedule #: 709

43#: Maine State Archives Mailing Lists
Lists of names and addresses of individuals and organizations which receive MSA newsletter and other information.

Lists of names and addresses of individuals and organizations which receive MSA newsletter and other information.

Schedule #: 709

42#: Maine State Archives Newsletters
Newsletters describing activities of the Maine State Archives and disseminating information to such audiences as historical groups and records officers.

Newsletters describing activities of the Maine State Archives and disseminating information to such audiences as historical groups and records officers.

Schedule #: 709

41#: MSA Computer Documentation
Computer manuals (published and agency - created) for hardware and software owned by MSA; program diskettes. Retention begins when software

Computer manuals (published and agency - created) for hardware and software owned by MSA; program diskettes. Retention begins when software

Schedule #: 709

40#: MSA Publications
The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. On copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency.

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Schedule #: 352

28#: Administrative Files, Office of State Archivist

Tuesday, September 04, 2012

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Digital File	2/13/1989	Destroy When Updated	0	Destroy	Current	
Computer Printout	2/13/1989	Destroy When Updated	0	Destroy	Current	
Digital File	2/13/1989	Years	1	Destroy	Current	
Paper	2/13/1989	Years	2	Archives	Current	
Paper	2/13/1989	Years	5	Destroy	Current	
Digital File	2/13/1989	Years	5	Destroy	Current	
Paper	2/13/1989	Years	0	Archives	Current	
Digital File	2/13/1989	Destroy When Updated	0	Destroy	Current	

A-23

Department Series Report

29: Secretary of State

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Description							
Confidential correspondence and reference materials in operating files maintained in the State Archivist's private office.	Paper	6/21/1985	Years 10	No Retention 0	Archives	Current	
Schedule #: 976 44#: Copier Repair Logs							
A services log is kept on how many times and when a copier repairman comes or is called. Also the work orders associated with the call are kept with the	Paper	2/24/1992	Years 1	No Retention 0	Destroy	Current	
Schedule #: 386 30#: Correspondence - Directors, Maine State Archives							
Requests for tours, special programs, training sessions, technical assistance, speeches; requests for explanations of agency policies, programs, services; nonroutine reference requests involving Civil War, other military records. Replies to requests for information regarding division policies and procedures; requests for reference materials, tours, training etc.; memoranda (inter-office and intra-agency) concerning staff meetings, processing of forms.	Paper	2/13/1989	Years 2	No Retention 0	Destroy	Current	
Schedule #: 312 11#: Correspondence - Requests for Employment							
Inquiries concerning employment with Maine State Archives.	Paper	6/19/1981	Years 2	No Retention 0	Destroy	Current	
Schedule #: 312 8#: Daily Mileage Report - State Owned Vehicles							
Duplicate copy book of all use of state vehicle including mileage, points visited, driver.	Paper	6/19/1981	Years 2	No Retention 0	Destroy	Current	
Schedule #: 566 32#: Employee Vacation - Sick Leave Daily Breakdown MSA 99							
This document is kept for each working day. It allows the State Archivist to see who is absent and for what reason on a daily basis.	Paper	10/24/198	Years 2	No Retention 0	Destroy	Current	
Schedule #: 337 25#: General Correspondence							
Relating to audit reports, council orders, Executive Dept. memos, information bulletins and other inter-agency correspondence of the business office.	Paper	2/15/1985	Years 3	No Retention 0	Destroy	Current	
Schedule #: 312 6#: Incoming Telephone Calls							

Department Series Report

29: Secretary of State

Description Description

A reference copy of all incoming telephone messages.

Fiscal Year Type
Fiscal Year Type

Status
Current

Dispositio
Destroy

Rec Center
Retention

In Agency
Retention

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I Date

Media
Paper

Retention of
Less than 1
Year - See
Description

No Retention

0

0

0

Years

Paper

8

0

0

0

0

Schedule #: 1655 101:Maine Historical Records Adv. Board Recommendations to National Publications and Records Com.

These records provide examples of proposals to the National Publications and Records Commission, which are used in helping other organizations prepare similar proposals. Final grant proposals formally submitted for Board review as part of a grant submission by a Maine historical records repository to the National Publications and Records Commission. Summary of Board recommendations, NHPRC correspondence related to particular proposals, such as the notice of funding and final reports

Current

Destroy

0

8

Years

Paper

8

0

0

0

0

Schedule #: 1655 100:Maine Historical Records Advisory Board Overall Projects Management

These records summarize projects undertaken by the Maine Historical Records Advisory Board, a Board charged with supporting the preservation of, and access to, Maine's historical records. They are used by the Board to manage the projects and to help plan future projects such as the Board Staffing Grants, Statewide Records Surveys, and Reagents. These records document the activities of the Maine Historical Records Advisory Board, as well as the preservation techniques and standards of importance considered appropriate for preserving those materials. Board project proposals and authorization, if any, from funding agency. Policy documents describing project operation (purpose, application requirements, expected outcomes) Correspondence and memos documenting any unusual events Selected examples of typical products. Reports required by the Board or other funding sources, including any project summaries, statistical analyses, outside evaluations.

Current

Archives

0

5

Years

Paper

5

0

0

0

0

Schedule #: 1655 102:Maine Historical Records Advisory Board Reagent Intermediate Planning Documents

Tuesday, September 04, 2012

Department Series Report

29: Secretary of State

Description Description

These records provide background information on historical records collections in Maine. They are used by staff to provide background information in setting priorities and in planning projects for the Board. The consultant reports, final reports, and rejected/withdrawn applications are also used to provide guidance to individual records repositories.

Consultant reports for historical records repositories.
Final reports from grantees

Rejected/withdrawn applications
RegrantAll Table (located in Grants database at Common\MHRAB\grants.mdb), showing applicants, project titles, grant awards, details of tracking grants

Schedule #:

1655

103:Maine Historical Records Advisory Board Regrant Program Routine

These records are used in managing the applications for specific deadlines of the Regrant Program, a grant program for non-profit historical records repositories and local and county government. They include the detailed information pertinent only to the projects as they are taking place. They are used by the Regrant Program administrator to administrate the details of the Regrant Program.

Completed Applications

Correspondence related to funded grant projects

Printed summary of written Board review comments and numerical ratings prior to Board review meeting; original Board review forms not included in summary

Schedule #:

331

14#:Maine State Archives Employees Weekly Time & Production Reports

Forms, designed specifically for each operational unit, that have been revised and redesigned several times since the early 1970's. All show detailed breakdown of time spent by each employee performing the component tasks and activities of the division or unit to which he is assigned.

Forms, designed specifically for each operational unit, that have been revised and redesigned several times since the early 1970's. All show detailed breakdown of time spent by each employee performing the component tasks and activities of the division or unit to which he is assigned.

Schedule #:

1762

106#:Maine State Library Digitized Maps

Digitized map collection from the holdings of the Maine State Library. These are invaluable Maine related historical maps which include information on the history and geography of Maine of archival interest to historians and citizens of

Fiscal Year Type
Fiscal Year Type

Status
Status

Dispositio
Dispositio

Rec Center
Retention

In Agency
Retention

Approva
l Date

Media
Paper

Current

Destroy

0

10

Years

Paper

Current

Destroy

0

3

Years

Paper

Current

Destroy

0

5

Years

Digital File

Current

Destroy

0

1

Years

Paper

Current

Archives

0

0

5/21/2010

Digital File

Department Series Report

29: Secretary of State

Description Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Dispositio	Status	Fiscal Year Type Fiscal Year Type
Schedule #: 312 12# Photocopier Register Daily register showing staff users of photocopy machine, number of copies, agency unit, number of wasted copies.	Paper	12/30/198 Years	1	No Retention 0	Destroy	Current	
Schedule #: 337 24# Record of Incoming Telephone Calls A reference copy of all incoming phone messages.	Paper	2/15/1985 Years	2	No Retention 0	Destroy	Current	
Schedule #: 312 10# Register for Elevator Key - Custodial Services Time key signed out and returned and signature of user. Note: May be destroyed after 6 months.	Paper	6/19/1981 Years	1	No Retention 0	Destroy	Current	
Schedule #: 305 5# Reports, Monthly/Weekly Monthly Narrative Reports and Weekly Time & Production Reports (monthly statistics reported are kept permanently in Monthly Statistics Register.)	Paper	2/20/1981 Years	1	No Retention 0	Destroy	Current	
Schedule #: 613 34# Request for Leave, MSA 141 Request for use of leave credits by employee; attached to and filed with MSA 14.	Paper	4/24/1987 Years	2	No Retention 0	Destroy	Current	
Schedule #: 351 27# Security Log A record of all visitors who enter the restricted area beyond the security door located in the third floor corridor.	Paper	6/21/1985 Years	2	No Retention 0	Destroy	Current	
Schedule #: 709 38# State Archivist's Administrative Files Documents received by the State Archivist from MSA employees, such as: division directors' reports; carbon or xerox copies of letters/memos sent by division directors; informal memos from other employees. State Archivist will glean each year before RC transfer, and will destroy/duplicate/transitory material	Paper	2/13/1989 Years	4	Years 6	Archives	Current	
Schedule #: 709 37# State Archivist's Correspondence - Archival							

Department Series Report

29: Secretary of State

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Correspondence documenting such activities as: major plant alterations; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis	Paper	2/13/1989 Years	4	Years	6 Archives	Current	
Correspondence documenting such activities as: major plant alterations; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis	Digital File	2/13/1989 Destroy When Updated	0	No Retention	0 Destroy	Current	
Schedule #: 709 36#:State Archivist's Correspondence - Short Term Evidential Incoming and outgoing correspondence of State Archivist on all; matters of less than permanent significance. Intra-office memoranda duplicating information documented in agency's permanent records; correspondence with other governmental agencies concerning equipment repairs, attendance at informational meetings, and other "housekeeping" issues; correspondence with individuals and private organizations.	Digital File	2/13/1989 Destroy When Updated	0	No Retention	0 Destroy	Current	
Incoming and outgoing correspondence of State Archivist on all; matters of less than permanent significance. Intra-office memoranda duplicating information documented in agency's permanent records; correspondence with other governmental agencies concerning equipment repairs, attendance at informational meetings, and other "housekeeping" issues; correspondence with individuals and private organizations.	Paper	2/13/1989 Years	6	No Retention	0 Destroy	Current	
Schedule #: 709 35#:State Archivist's Correspondence Transitory Outgoing correspondence of State Archivist on matters of no legal significance, such as: invitations to dignitaries to attend special events; letters of thanks; letters of transmittal in response to requests for reference materials.(Destroy after 60 days.)	Hard Disk	2/13/1989 Variable - See Description	0	No Retention	0 Destroy	Current	
Schedule #: 709 39#:State Archivist's Program Files Records of the State Archivist's activities as chair/ex officio member of boards and committees; records of archival/records management/historical programs/major projects conducted or attended by State Archivist. Includes minutes of meetings; agendas; notes for talks or speeches; outlines of training programs; testimony/comments received at hearings. State Archivist will glean each calendar year before records transfer.	Paper	2/13/1989 Years	4	Years	6 Archives	Current	

Schedule #: 337 22#:Time Record Book

Tuesday, September 04, 2012

Department Series Report

29: Secretary of State

Description Description

A record of each employee's weekly time, overtime, and accumulated vacation and sick leave. Write over/destroy after employee leaves agency.

Schedule #: 312 9#:Vehicle Log

Employee's use of State vehicles with sign out and in time and signature of user.

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Digital File	2/13/1989	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	
Paper	6/19/1981	Years 1	No Retention 0	Destroy	Current	

Department Series Report

30: Legislature

Description Description

260#: Legislature

Schedule #: 1374 24: Bound copies of the House Advance Journal and Calendar

Bound copies of the Senate Advance Journal and Calendars are kept by the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber, to use as samples. The Bound Copy of the Senate Advance Journal and Calendar contain a copy to the daily calendar used in the Senate Chamber during session.

Schedule #: 1374 25: Bound Copies of the Senate Advance Journal and Calendar

Senate Advance Journal and Calendars are kept in the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber. The bound copy of the Senate Advance Journal and Calendar contains a copy of the daily calendar used in the chamber during session.

Schedule #: 1631 26#: Committee Clerk Handbooks

These are the handbooks that the Committee clerks follow, containing the clerk's assignments for each standing committee. These books are guidelines that the clerks follow. The handbooks change from Legislative session to Legislative session.

Schedule #: 1631 27#: Committee Rules of Procedure

These are written rules that the Joint Standing Committees agree on at the beginning of each session. The rules are used to determine how business is conducted on a daily basis. These rules are not retained anywhere else. Legislators and staff may need to look back at previous years to determine how business was conducted. A typical file for one year will have a two page "agreement" from each standing committee.

Schedule #: 911 8#: County Budgets

County budgets submitted to Legislature each year.

Schedule #: 1631 28#: Final Letters of Committees

Media

Approval Date

In Agency Retention

Rec Center Retention

Status

Fiscal Year Type
Fiscal Year Type

Current

Current

Current

Current

Current

A-4

Department Series Report

30: Legislature

Description Description

Each Legislative Committee prepares a "final" letter at the end of each session. The information in this letter is vital to knowing what the outcome of the committee's bills were for the session. For example, it breaks down how many bills were killed, how many passed, how many were amended. These records are often used by staff and legislators in trying to determine how many bills a committee may have in the future and statistically how things change from year to year. A typical file would have between 15 and 16 letters from a

Schedule #: 1011 10#:Legislative Committee Master Files
Files relating to each legislative proposal are created and maintained by clerks of each legislative committee. Each file includes a copy of the legislative document(bill), notice of public hearing, public hearing sign- in sheet, staff memoranda, fiscal note (if bill affects revenues), written testimony distributed at the public hearing, and proposed amendments, the vote of the committee and the signed report of the committee.

Schedule #: 1221 11#:Legislative Computer Backup Tapes
Backup tapes for legislative computer system. Tapes include the work of all legislative offices and the bill status system. Includes Wang Virtual Systems Back Up Tapes 9 Track Reel to Reel, Wang Virtual Systems Backup Tapes 8mm Cassette and Wang Virtual Systems 288 megabyte Removable Disc Packs

Schedule #: 1011 9#:Legislative Day Files
This series consists of files, one for each day the Legislature meets. Each file includes a copy of the printed advance calendar and supplemental calendars with hand written notes of floor actions. This information is posted in the online legislative bill status system. This same information can also be found in the House and Senate Journals (3 copies prepared) and in the Legislative Record (published).

Schedule #: 1389 14:Legislative Studies
Legislative Studies deal with specific issues. These files would include any type of testimony given at public hearings. The files would also include any documentation of the work that the Committee did in the meetings.

Schedule #: 711 3#:Photographic Prints: Speakers of the House

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Paper	6/16/2005 Years	2	Years 5	Archives	Current	Fiscal Year Type
Paper	2/23/1993 Years	1	No Retention 0	Archives	Current	Fiscal Year Type
Magnetic Tape	4/23/1997 Years	1	Years 2	Destroy	Current	Fiscal Year Type
Paper	2/23/1993 Years	1	No Retention 0	Destroy	Current	Fiscal Year Type
Paper	2/21/2001 Years	1	Years 10	Archives	Current	Fiscal Year Type

Department Series Report

30: Legislature

Description Description

Photographic prints of speakers of the house.


Schedule #: 666 2#:Special Committee Report Files
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.

Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.

Schedule #: 666 1#:Standing Committee Report Files
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.


Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; proposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.

Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Still Photograph	2/13/1989	Years 0	No Retention 0	Archives	Current	
Paper	6/22/1988	Years 3	No Retention 0	Destroy	Current	
Roll Microfilm	6/22/1988	Years 50	No Retention 0	Destroy	Current	
Paper	6/22/1988	Years 3	No Retention 0	Destroy	Current	
Roll Microfilm	6/22/1988	Years 50	No Retention 0	Destroy	Current	


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[Home](#) > [State Agency Record Managers](#) > General Schedules

General Schedules, for Records Common to Most or All Agencies

- Schedule 1, Vendor Series
- Schedule 2, Accounting Series
- Schedule 3, Payrolls and Authorizations
- Schedule 4, Income Series
- Schedule 5, Budget Series
- Schedule 6, Financial Order Series
- Schedule 7, Attorney General Opinions Series
- Schedule 8, Inventory Series
- Schedule 9, Records Management Series
- Schedule 10, Personnel Series
- Schedule 11, MFASIS Reports
- Schedule 12, Minutes of Meetings
- Schedule 13, State Agency Correspondence
- Schedule 14, Rules Adopted by State Agencies
- Schedule 15, Quality Management Records
- Schedule 16, State Employee Charitable Programs

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These retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format would also fall under these guidelines and must adhere to the minimum retention requirements of these General Schedules (**that is any reference to "correspondence" could pertain to either paper, email or other electronic documents.**)

Legend: Disposal: A=Archives, D=Destroy, X=Other (See Description).

SAR=State Audit Requirement

FAR=Federal Audit Requirement

General Schedule 1: Vendor Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	REQUISITIONS, RFP, BIDS, & PURCHASE ORDERS	Forms approved by Bureau of Purchases to requisition services, commodities or equipment.	Bureau of Purchases	10/23/2008	D	7	3	Y	Y
2	Petty Cash	The records being retained will include the requests for a petty cash check, possibly the request for reimbursement, bank statements, checkbook registers; cancel/voided checks, deposit slips and documentation; and miscellaneous correspondence regarding the petty cash account.	Creating Agency	10/23/2008	D	7	0	Y	N
3	DELIVERY SLIPS	Contents duplicated on third copy of purchase order.	Creating Agency	12/7/1990	D	3	Not Applicable	Y	Y
4	VENDOR'S INVOICE	Invoice sent to agency by vendor for payment.	Accounts & Control	12/7/1990	D	7	3	Y	Y
5	ACCOUNTS PAYABLE	Accounts payable sent to agency by Accounts and Control to authenticate payment.	Accounts & Control	12/7/1990	D	7	3	Y	Y
6	EXPENSE ACCOUNTS ET AL	Expense accounts, utility bills, Cell Phone billing, Blue Cross Blue Shield bills and inter-departmental bills.	Accounts & Control	12/7/1990	D	7	3	Y	Y
7	CORRESPONDENCE			12/7/1990	D	3		Y	Y

		Incoming or outgoing correspondence or memo relating to the vendor series.	Creating agency				Not Applicable		
8	CONTRACTS	Contracts with vendors for services.	Bureau of Purchases	12/7/1990	D	7	3	Y	Y
9	CHECK CANCELLATIONS	Forms used to request cancellation of a State check, and forms used to request replacement check (including forgery application).	Accounts & Control	3/11/1991	D	7	3	Y	Y
10	GRANT AWARDS - MFASIS INPUT DOCUMENTS	Grant awards (unless covered by agency-specific retention schedules), grant input documents, Federal Aid Charges Form.	Creating Agency	3/11/1991	D	3	Not Applicable	Y	Y
11	INTERNAL SELLER'S BILL	Intragovernmental bills (one State agency billing another for goods or services) and related forms.	Accounts & Control	3/11/1991	D	7	3	Y	Y
12	DEBTOR INVOICE	Accounts receivable invoices (bills sent by the State to individuals, businesses, etc. for goods or services) and related forms, including the invoice transaction input form.	Accounts & Control	3/11/1991	D	7	3	Y	Y
13	PAYMENT VOUCHER FORM	Keep with related series, or retain agency copy 3 years if kept separately.	Accounts & Control	3/11/1991	D	7	3	Y	Y
14	ACCOUNTING DISTRIBUTION SHEET	Keep with agency copy with related record series. If kept separately, retain 3 years and destroy.	Accounts & Control	3/11/1991	D	7	3	Y	Y
15	ACCOUNTS PAYABLE TRANSMITTAL FORM	Accounts payable transmittal form to accompany payment voucher submitted to Bureau of Accounts & Control.	Accounts & Control	3/11/1991	D	7	3	Y	Y
16	CREDIT CARD RECEIPTS	Receipts documenting use of State-issued employee credit cards.	Individual agencies	10/31/2002	D	7	n/a	Y	Y

General Schedule 2: Accounting Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	ENCUMBRANCE LEDGER	Ledger maintained by agency to show expenditures and dedicated revenues to insure that allotment will not be overdrawn. Summarized on controller's analysis of income and expenditure. June and December record copies are archival; others destroyed after retentions as shown.	Accounts & Control	9/20/1989	X	7	3	Y	Y
1	REQUISITIONS/RFP/BIDS/PURCHASE ORDERS/OPEN MARKETS/CONTRACT RELEASES	Forms approved by Bureau of Purchases to requisition services, commodities or equipment.	Bureau of Purchases	3/11/1991	D	7	3	Y	Y
2	ADVICE OF ALLOTMENT	Form sent to agency by Bureau of Budget indicating money allotted for expenditures. Information	Accounts & Control	9/20/1989	X	7	3	Y	Y

		repeated on controller's encumbrance and expenditure ledger, which is actually the record copy. June and December only are archival.							
3	REQUEST FOR ADJUSTMENT OF ALLOTMENT	Request by agency for adjustment of allotment during a fiscal year. Information repeated on controller's encumbrance and expenditure ledger, which is actually the record copy. June and December only are archival.	Accounts & Control	9/20/1989	X	7	3	Y	Y
4	ANALYSIS OF INCOME AND EXPENDITURE	Used by agency to verify the encumbrance ledger. June and December only are archival.	Accounts & Control	9/20/1989	X	7	3	Y	Y
5	SUMMARY OF APPROPRIATION EXPENDITURES AND INCOME	Monthly summary of expenditures and income kept by warrant and journal number to balance encumbrance ledger.	Accounts & Control	9/20/1989	D	7	3	Y	Y
6	INCOME & EXPENDITURE SUMMARY BY CHARACTER & OBJECT	Quarterly report by character and object.	Accounts & Control	9/20/1989	D	7	3	Y	Y
7	OUTSTANDING PURCHASE ORDER LIST	List of outstanding purchase orders at month end. Verifies purchase orders brought forward at end of quarter or fiscal year.	Accounts & Control	9/20/1989	D	5	3	Y	Y
8	JOURNALS	Journals used to indicate transfers of funds, error correction and journal entries used in lieu of accounts payable.	Accounts & Control	9/20/1989	D	7	3	Y	Y
9	CORRESPONDENCE	Incoming or outgoing correspondence relating to accounting series.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	Y
10	PROJECT TRACKING DOCUMENTS	Project input documents, miscellaneous project charges forms, and related documents.	Creating Agency	3/11/1991	D	3	Not Applicable	N	Y
10	ACCOUNTING SERIES	Audit reports for a given fiscal year or period.	Dept. of Audit	4/12/2000	A	3	3		

General Schedule 3: Payrolls & Authorizations

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
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1	PAYROLL REGISTER - EXCEPTION COPY	(Last page only.) Contains gross wage and deductions for given pay date and authorized signatures of agency.	Accounts & Control	9/20/1989	D	8	3	Y	Y
2	PAYROLL REGISTER - PAID COPY	Actual paid copy of payroll registers, contains all paycheck information for each State employee.	Accounts & Control	9/20/1989	D	60	3	Y	Y
3	HUMAN RESOURCE PROFILE	(Formerly Personnel Management Data Form-- "Turnaround Form.") Personnel authorizations effecting changes in employee's pay. Retention periods counted from date file becomes inactive.	Bureau of Human Resources	12/18/2001	D	60	3	Y	Y
4	PAYROLL DEDUCTION AUTHORIZATIONS	Listing of all voluntary payroll deductions from employee checks (i.e., health insurance, union dues, credit union, etc.) Agency copy's retention period counted from termination of employee.	Agency of Employment	9/11/2003	D	3	1	Y	N
5	HEALTH AND DENTAL INSURANCE EXCEPTIONS	Lists all payroll deductions to the monthly health and dental insurance billings.	Accounts & Control	9/11/2003	D	3	3	Y	Y
6	TIME SLIPS	Original weekly time slips signed by employee indicating amount of time worked, vacation, sick leave and overtime. Retain last audited year through current State audit.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	Y
8	STATE VEHICLES FOR COMMUTING FORMS	Information collected each year documenting the value of using an employee-assigned state vehicle for commuting from home to work site. The Controller's office maintains this as part of the supporting records to Form W-2.	Accounts & Control	9/24/2003	D	3	3	Y	Y

General Schedule 4: Income Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	CASH RECEIPT STATEMENT/INCOME STATEMENT	Form used to deposit money with State Treasury.	Accounts & Control	3/11/1991	D	7	3	Y	Y
2	BANK DEPOSIT SLIP	Used by agency for direct deposit with bank.	Treasury	9/20/1989	D	2	3	Y	Y
3	AGENCY RECEIPTS	Receipts issued by agency for money collected; 2 copies retained by agency: 1) Detached copy with collected money given to individual who prepares income statement, destroy after 2 years and State Audit; 2) Copy in receipt book, retain last audited year through current audit then destroy.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	Y
4	CASH JOURNALS	Daily listing of cash received showing date, name of individual or corporation sending money and amount.	Creating Agency	6/21/1985	D	7	Not Applicable	N	N
5	ACCOUNTS RECEIVABLE	Bill heads sent out by State agencies for services performed or goods sold.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	Y
6	UNISSUED LICENSES	Pre-numbered licenses which have not been issued and become obsolete after the current year.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	N
7	CORRESPONDENCE	Incoming and outgoing correspondence or memo relating to income series.	Creating Agency	9/20/1989	D	3	Not Applicable	Y	Y

General Schedule 5: Budget Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
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1	BIENNIAL BUDGET REQUEST	Copy retained by agency to prepare work program and as a reference in preparing new budget.	Bureau of the Budget	2/19/1986	D	10	4	N	N
2	WORK PROGRAM	Program made out from budget figures approved by the Legislature.	Bureau of the Budget	2/19/1986	D	10	4	N	N
3	CORRESPONDENCE	Incoming or outgoing correspondence or memo relating to budget series.	Creating Agency	2/19/1986	D	4	Not Applicable	N	N
4	FINANCIAL ORDERS UNDER \$45,000 (APPROVED BY STATE BUDGET OFFICER)	Financial orders below \$45,000 can be approved by the State Budget Officer, and do not go to the Secretary of State for permanent retention.	Bureau of the Budget	10/31/2002	D	4	4	N	N

General Schedule 6: Financial Order Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	FINANCIAL ORDER (EXPENSE/TRANSFER BUDGET)	Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve) may be destroyed after 2 years and audit. Orders pertaining to long term obligations (contracts, leases, etc.) destroy after final action and audit. Supporting documents shall have the same retention periods as the orders/obligations to which they relate.	Secretary of State - CEC	3/11/1991	A	Transfer to Archives	2	Y	N

General Schedule 7: Attorney General Opinions

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	ATTORNEY GENERAL OPINION	Opinions relating to interpretation of the law. Record copy is retained by Attorney General for current business; other copies may be destroyed when opinion is no longer applicable.	Attorney General	8/15/1975	D	Contingent Upon Event - See Description	Destroy when opinion is no longer applicable.	N	N

General Schedule 8: Inventory Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	CAPITAL EQUIPMENT INVENTORY CARDS	Card containing pertinent information concerning State owned equipment. Destroy inactive or obsolete cards after audit and reconciliation.	Creating Agency	6/21/1985	D	1	Not Applicable	Y	Y
2	QUARTERLY EQUIPMENT REPORT	Report of all equipment purchased, sold, traded in, surplus and discarded during a quarter. Record copy retained by BPI for current business; agency copy destroyed after 5 years if inventory cards are reconciled.	Bureau of Public Improvements	6/21/1985	D	Contingent Upon Event - See Description	5	N	N
3	CAPITAL EQUIPMENT RECONCILIATION	Yearly report made up from the four quarterly equipment reports. Must balance with total on equipment card. Record copy retained by BPI for current business; agency copy destroyed after 5 years if inventory cards are reconciled.	Bureau of Public Improvements	6/21/1985	D	Contingent Upon Event - See Description	5	N	N
4	EQUIPMENT ADJUSTMENT SLIP	Form used to adjust transfers in and out of an	Creating Agency	6/21/1985	D	5	Not Applicable	N	N

		agency. Destroy with quarterly reports.							
5	SURPLUS PROPERTY DISTRIBUTION LIST	Form used to transfer equipment to surplus from agency. Destroy agency copies with quarterly reports; record copy held by Bureau of Purchases for current business.	Bureau of Purchases	6/21/1985	D	Contingent Upon Event - See Description	5	N	N
6	CORRESPONDENCE	Incoming or outgoing correspondence relating to inventory series. Destroy with quarterly reports.	Creating Agency	6/21/1985	D	5	Not Applicable	N	N

General Schedule 9: Records Management Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	APP. FOR AUTHORIZATION FOR RECORDS CENTER USE CARD	Application for issuance of Records Center Access Cards.	Records Management Services	1/25/1989	D	5	2	N	N
2	AUTHORIZATION FOR RECORDS CENTER USE (ACCESS CARD)	Destroy upon expiration of card or separation of employee.	Creating Agency	1/25/1989	D	Contingent Upon Event - See Description	Not Applicable	N	N
3	DESIGNATION OF DEPARTMENTAL RECORDS OFFICERS	Form designating Records Officers and Assistant Records Officers for various State agencies.	Records Management Services	1/25/1989	D	2	2	N	N
4	RECORDS CENTER DISPOSITION NOTIFICATION	Record of State records removed from State Records Center and destroyed, according to authorized retention schedule and with written consent of agency records officer.	Records Management Services	1/25/1989	A	10	2	N	N
5	DISPOSAL LIST, MSA 2	One-time permission for destruction of State records. Transferred to Archives Services Division 2 years from date approved.	Records Management Services	1/25/1989	A	2	2	N	N
6	REQUEST FOR RECORDS RETENTION SCHEDULE, MSA/RM 22	Includes MSA 59 (Record Series Inventory) and record samples. Transferred to Archives Services Division when schedule is terminated; agency copies destroyed 2 years from termination.	Records Management Services	1/25/1989	A	Contingent Upon Event - See Description	2	N	N
7	RECORDS MANAGEMENT EXPENDITURE REQUEST, MSA/RM 94	Used by State agencies to confirm that records have been scheduled before purchase of filing equipment, microfilming equipment, etc.	Records Management Services	1/25/1989	D	5	2	N	N
9	TRANSMITTAL OF RECORDS, MSA 33, AND CONTINUATION	Record of boxes accepted for Records Center storage and their contents. Retention periods counted from disposal of last box on each sheet.	Records Management Services	1/25/1989	D	10	2	N	N
10	REQUEST FOR REFERENCE SERVICE, MSA 70	Request for reference service from State Records Center. Agency copy may be destroyed as soon as records are returned to Records Center.	Records Management Services	1/25/1989	D	6	Contingent Upon Event - See Description	N	N
11	AGENCY RECORDS DESTRUCTION NOTICE, MSA 192	Listing of records destroyed by State agencies with authorization of departmental and/or general schedules.	Records Management Services	1/25/1989	A	5	2	N	N

General Schedule 10: Personnel Series

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
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1	EMPLOYEE PERSONNEL RECORDS	Applications, salary history, performance appraisals, job histories, leave authorizations, exam results, termination documents, related documents and correspondence. Agency personnel folder is to be sent to new employing agency whenever a State employee is transferred/promoted/restored to service. When employee separates from State service, last employing agency will retain complete personnel folder 4 years. The folder can then be destroyed, but only after the agency has contacted the Bureau of Human Resources to confirm that the employee has not been re-employed at another agency. Note: If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.	Bureau of Human Resources	12/18/2001	D	60	4	N	N
2	INCIDENT FILE RECORDS	Records of employee commendation/counseling; corrective action memos; related correspondence between employer and employee. Destroy after yearly performance appraisal has been prepared and grievance deadline has expired, unless grieved. If grieved, destroy 3 years after resolution of grievance.	Creating Agency	3/8/1990	D	1	Not Applicable	N	N
3	REQUISITION FOR EMPLOYEE	Requisition for employee forms; registers (job referral lists); structured interview materials; related correspondence. Agency copy may be destroyed after 1 year unless grieved. If grieved, destroy 3 years after resolution of grievance.	Bureau of Human Resources	3/8/1990	D	3	1	N	N
4	CLASS SPECIFICATIONS (NOT APPEALED)	Class definition; representative tasks; knowledges and abilities; qualifications; exam plan. Replace active classes whenever changes are made. Retain abolished classes 5 years (BHR only).	Bureau of Human Resources	3/8/1990	D	5	Destroy When Updated	N	N
5	CLASS SPECIFICATIONS (APPEALED)	Class definition; representative tasks; knowledges and abilities; qualifications; exam plan. Agencies are not responsible for maintaining appeal materials.	Bureau of Human Resources	3/8/1990	D	40	Destroy When Updated	N	N
6	ADMINISTRATIVE REPORT OF WORK CONTENT (FJA-1)	Individual job description/task statements for each position in State service. A new FJA-1 is prepared whenever duties are changed. BHR will maintain grieved FJA for 3 years following resolution of grievance; all other FJA's (agency copies and BHR record copy) may be replaced whenever changes are made in job.	Bureau of Human Resources	3/8/1990	D	3	Destroy When Updated	N	N
7	POSITION DETAIL RECORD	Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification. Paper copy of PDR may be destroyed whenever an update is printed. Bureau of Human Resources shall delete position from disk file 5 years after position is abolished.	Bureau of the Budget	11/6/2002	D	3	Destroy When Updated	N	N
8	HUMAN RESOURCE PROFILE	See General Schedule 3 (Payrolls and Authorizations Series). This form is frequently treated by State agencies as part of the employee's payroll record, because it is the document used to authorize change/increase in rate of pay.	Bureau of Human Resources	12/18/2001	D	60	3	Y	Y
9	WORKERS COMPENSATION FILES FOR STATE EMPLOYEES	Employer's First Report of Occupational Injury, Employee's Report of Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandum of Payment or Notice of Controversy Form, Informal Conference Report, Medical Reports and related correspondence. Although the Bureau of Human Resources is the agency of record, most documents	Bureau of Human Resources	3/8/1990	D	13	n/a	N	N

		are actually held by the agency employing the individual worker. The full retention period should be applied to these documents.							
10	DIRECT HIRE APPLICATIONS	Certain positions may be filled directly by the department or agency which has the vacancy. The Federal Fair Employment Practices Act requires that these applications and accompanying documents (transcripts, letters of reference, etc.) be retained two years, after which they may be destroyed.	Creating Agency	1/15/1996	D	2	Not Applicable	N	N
11	Employee Medical Records	All medical records created at the request of the employing department. OSHA requires that these medical records be maintained for 30 years after the employee leaves state service.	Creating Agency	10/23/2008	D	30	N/A	N	N
12	Employee training records	All certifications, certificate and related documentation, For employee required/state training. Destroy 4 yrs. after employee separates from state service.	creating agency	10/23/2008	D	4	N/A	N	N
13	Job Interview Packs	All structured interview materials and related correspondence.	Creating agency	10/23/2008	D	4	N/A	N	N

General Schedule 11: MFASIS REPORTS

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	COMPUTER PRINTOUTS GENERATED BY MFASIS SYSTEM	Informational printouts provided to state agencies by MFASIS system. Destroy when superseded by more current information--in no case should an MFASIS report be retained longer than the record series to which the report relates (see General Schedules 1 - 10)	Creating Agency	3/11/1991	D	Destroy When Updated	Not Applicable		

General Schedule 12: MINUTES OF MEETINGS

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	MINUTES OF MEETINGS - BOARDS AND COMMISSIONS	Minutes of official meetings of boards and commissions, as transcribed from secretary's notes or abstracted from recording of meeting and incorporated into the board or commission's files. Note: Earlier transfer of minutes to the Archives, or a Records Center retention period, may be arranged by contacting Records Management.	Creating Agency	2/23/1993	A	10	Not Applicable	Y	Y
2	MEETING NOTES - BOARDS AND COMMISSIONS	Shorthand notes and other notes made by the secretary or secretary pro tem in the course of the meeting, used at a later time to prepare official minutes for the board or commission's approval and adoption. Destroy as soon as the board or commission acts on the minutes as presented by the secretary.	Creating Agency	2/23/1993	D	Contingent Upon Event - See Description	Not Applicable	N	N
3	RECORDINGS OF MEETINGS - BOARDS AND COMMISSIONS	Audio or video recordings of official meetings of boards or commissions. If a verbatim transcript is prepared, it may be retained for 5 years and the audio or video tape may be reused/destroyed. Note: Boards/commissions are not required to tape their meetings; but if they do so, the recordings are official state records and may not be destroyed except as permitted by this schedule.	Creating Agency	2/23/1993	D	5	Not Applicable	Y	Y

General Schedule 13: STATE AGENCY CORRESPONDENCE

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	COMMISSIONER'S CORRESPONDENCE	Official correspondence of departmental commissioner or other state agency head, not filed as part of another approved record series. Note: Each department has the option of retaining its commissioner's correspondence on	Creating Agency	2/23/1993	A	2	Not Applicable		

		site for longer than 2 years, and may store such correspondence at the State Records Center for a predetermined period if the agency wishes to retain official custody. Records Center storage requires prior arrangement with the Division of Records Management Services.							
2	TRANSITORY CORRESPONDENCE	Correspondence received/created by a state agency that is purely informational in nature, such as: letters of transmittal; letters of thanks; invitations and responses to invitations; notices of such employee activities as Christmas parties, softball games, etc.; replies to routine questions from other state agencies and/or the public.	Creating Agency	2/23/1993	D	60 days	Not Applicable		
3	ALL OTHER STATE AGENCY CORRESPONDENCE	File with related record series, or (if there is no related series) establish appropriate departmental retention schedule.	Creating Agency	2/23/1993	D		Not Applicable		
4	Freedom of Access Act Requests	A written request for copies of Public Records. That are in the custody of State Government or its Agencies.	Creating Agency	12/18/2009	D	1 Year	Not Applicable	N	N

General Schedule 14: Rules Adopted by State Agencies

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	APA (ADMINISTRATIVE PROCEDURES ACT) RULES	All rules adopted under the APA are filed with the Secretary of State (Bureau of Corporations, Elections and Commissions). This filing constitutes the record copy, which is maintained at CEC for 20 years after it expires, is repealed, or is superseded.	Secretary of State	4/14/1994	A	20	Destroy When Updated	N	N

General Schedule 15: Quality Management Records

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	AGENDAS AND MINUTES OF QUALITY COUNCIL MEETINGS	A record copy of agendas and minutes of all Department, Bureau, and Division Quality Council meetings shall be maintained by the department's Quality Management Coordinator. Minutes more than 3 years old may be transferred to Archives at the Coordinator's discretion. All other copies shall be considered "convenience copies," and may be destroyed when no longer needed.	Department Coordinator	4/12/2000	A	3	0	N	N
2	MINUTES AND FINAL REPORTS OF PROCESS ACTION, PROCESS PLANNING, AND WORK TEAMS	Minutes and final reports of all Process Planning Teams, Work Teams, and officially chartered Process Action Teams shall be maintained by the department's Total Quality Management Coordinator. Minutes more than 3 years old may be transferred to Archives at the Coordinator's discretion. All other copies shall be considered "convenience copies," and may be destroyed when no longer needed.	Department Coordinator	4/12/2000	D	3	0	N	N

General Schedule 16: State Employee Charitable Programs

No. of Item	Title	Description	Agency of Record	Date Adopted	Disposal	Retention of Record Copy	Retention of Copies	SAR	FAR
1	Maine State Employees Combined Charitable Appeal Campaign (MSECCA)	These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee contributions are distributed to the various charitable organizations. All	Governor's Office	10/23/2008	D	10	3	Y	N

records pertaining to Federal and Agency submission applications and Committee decisions, correspondence, campaign audit reports, administrator contracts, Planning & Admission Committee meetings.									
Maine.gov SOS Home Archives Home Site Policies									
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Legislative Subcommittee

Draft: Suggested Revisions to Frequently Asked Questions on www.maine.gov/foaa;
Links to Records Retention Guides Prepared by State Archives

What records must a public officer or agency keep, and how long do they have to keep them?

The Freedom of Access law does not control what records must be retained or for how long they must be retained. Public officers and agencies are required to keep all records made or received or maintained by that officer or agency in accordance with other law or rule or in the transaction of its official business. 5 MRSA § 92-A (5) How long records must be kept depends on the type of record and the value of the record's content. The Maine State Archives works with state agencies and local governments to establish rules for the retention and disposition of government records, including the length of time that certain records need to be preserved by the agency before they are either destroyed or sent to the Maine State Archives for long-term or permanent retention. 5 MRSA § 95 (7). The Maine State Archives provides guidance on the management and retention of state agency and local government records, including schedules for how long records are retained, on its website at <http://www.maine.gov/sos/arc/records/state/index.html>

Are an agency's or official's e-mails public records?

Any record, regardless of the form in which it is maintained by an agency or official, can be a public record. As with any record, if the e-mail is "in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business" and is not deemed confidential or excepted from the Freedom of Access Act, it constitutes a "public record". 1 M.R.S.A. § 402 (3).

Email messages are subject to the same retention schedules as other public records based on the content of the message. There are no retention schedules specific to email messages. Guidance on the retention of email and digital records can be found at <http://www.maine.gov/sos/arc/records/state/emailguide0712.pdf>

A-6

Legislative Subcommittee

Draft revised after August 23rd meeting (divided report):
Confidentiality of parental contact information
in possession of school administrative districts
revised 9/11/12

Sec. 1. **20-A MRSA §6001, sub-§4** is enacted to read:

20-A §6001. DISSEMINATION OF INFORMATION

1. Federal and state law. The provisions of this section, the United States Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended by Public Law 93-568, and the United States Education of All Handicapped Children Act, Public Law 94-142 govern the dissemination of information about students, as well as written notices of intent to provide equivalent instruction through home instruction and all education records of students receiving equivalent instruction through home instruction.

2. Internet restrictions. A public school may not publish on the Internet or provide for publication on the Internet any personal information about its students without first obtaining the written approval of those students' parents. For the purpose of this section, "personal information" means information that identifies a student, including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

3. Dissemination of education records to criminal justice agencies. A school may disseminate education records as defined in 20 United States Code, Section 1232 g(a)(4) regarding a juvenile if:

A. The juvenile has not been adjudicated as having committed a juvenile crime;

B. The education records are disseminated to:

(1) Criminal justice agencies; or

(2) Agencies that by court order or agreement of the juvenile are responsible for the health or welfare of the juvenile and that have provided the school with a statement describing the purpose of the dissemination; and

C. The education records are relevant to and disseminated for the purpose of creating or maintaining an individualized plan for the juvenile's rehabilitation.

Education records received under this subsection are confidential and may not be further disseminated, except to the court or as otherwise provided by law. The persons to whom the education records are disseminated shall certify in writing to the school that the records will not be disclosed to any other party, except the court or as otherwise provided by law, without the written consent of the juvenile or the juvenile's parent or guardian.

4. Parental privacy. The names, home addresses, electronic mail addresses, and other personal information of students' parents are confidential when in the possession of school administrative units. "Personal information" means a parent's:

Legislative Subcommittee

Draft revised after August 23rd meeting (divided report):
Confidentiality of parental contact information
in possession of school administrative districts
revised 9/11/12

A. Social security number;

B. Date and place of birth;

C. ~~Telephone~~ Unlisted telephone number, including a parent's cellular telephone number, home facsimile number and pager numbers number;

D. Credit or financial information; and

E. Username, login information, personal identification number (PIN), password or other unique personal identifiers that enable a parent to access or communicate in a school unit's electronic systems, to obtain access to student education records regardless of where such records are maintained, to obtain notifications from school officials about student attendance, grades, assignments or school-related activities, or to otherwise collaborate in the education of the parent's child.

For the purposes of this subsection, the term "parent" has the same meaning as in section 5202, subsection 1.

SUMMARY

This draft amends the Education laws to specify that certain information about parents of students is confidential. This draft provides that the names, home addresses and email addresses of students' parents are confidential, as well as other personal information. "Personal information" is defined as a parent's: social security number; date and place of birth; unlisted telephone numbers, cell phone numbers, fax and pager numbers; credit or financial information; and unique personal identifiers that enable a parent to access or communicate in a school unit's electronic systems to access student records, including attendance, grades, assignments and school-related activities, or to otherwise collaborate in the student's education. Title 22, section 5202 defines "parent" to mean the parent or legal guardian with custody.

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Right to Know Advisory Committee
Legislative Subcommittee
DRAFT: Using technology to conduct public proceedings (Tabled 8/23/12)

PART A

Sec. A-1. 1 MRSA § 403-A is enacted to read:

§403-A. Public proceedings through other means of communication

This section governs public proceedings, including executive sessions, during which public or governmental business is discussed or transacted through telephonic, video, electronic or other means of communication.

1. Requirements. A body subject to this subchapter may conduct a public proceeding during which a member of the body participates in the discussion or transaction of public or governmental business through telephonic, video, electronic or other means of communication only if the following requirements are met.

A. The body has adopted a policy that authorizes a member of the body who is not physically present to participate in a public proceeding through telephonic, video, electronic or other means of communication in accordance with this section. *The policy may establish circumstances under which a member may participate when not physically present. (Is this necessary?)*

B. Notice of the public proceeding has been given in accordance with section 406.

C. A quorum of the body is assembled physically at the location identified in the notice required by section 406.

D. The physical attendance by each member who is participating from another location is not reasonably practical. The reason that each member's physical attendance is not reasonably practical must be stated in the record of the public proceeding.

E D. Each member of the body participating in the public proceeding is able to *simultaneously* hear each other and speak to each other during the public proceeding. Members of the public attending the public proceeding in the location identified in the notice required by section 406 are able to hear all members participating from other locations.

F E. Each member who is not physically present and who is participating through telephonic, video, electronic or other means of communication identifies the persons present in the location from which the member is participating.

G F. All votes taken during the public proceeding are taken by roll call vote.

H G. Each member who is not physically present and who is participating through telephonic, video, electronic or other means of communication has received prior to the public proceeding any documents or other materials that will be discussed at the public proceeding, with substantially the same content as those documents actually presented. Documents or other materials made available at the public proceeding may be transmitted to the member not physically present during the public proceeding if the transmission technology is available.

I H. The public proceeding is not a public hearing. (Do you want to keep this?)

2. Voting. A member of a body who is not physically present and who is participating in the public proceeding through telephonic, video, electronic or other means of communication may not vote:

A. On any issue for which materials providing additional information that may influence the member's decision are presented at the public proceeding but have not been provided to the member by the time of the vote; or

B. On any issue concerning testimony or other evidence provided during the public proceeding if it is a judicial or quasi-judicial proceeding.

3. Exception to quorum requirement. A body may convene a public proceeding by telephonic, video, electronic or other means of communication without a quorum assembled physically at one location if:

A. An emergency has been declared in accordance with Title 22, section 802, subsection 2-A or Title 37-B, section 742;

B. The public proceeding is necessary to take action to address the emergency; and

C. The body otherwise complies with the provisions of this section to the extent practicable based on the circumstances of the emergency.

4. Annual meeting. If a body conducts one or more public proceedings pursuant to this section, it shall also hold at least one public proceeding annually during which members of the body in attendance are physically assembled at one location and where no members of the body participate by telephonic, video, electronic or other means of communication from a different location.

PART B

Small Enterprise Growth Fund Board Proposed amendment to exempt from §403-A

Sec. B-1. 10 MRSA §384, sub-§5 is enacted to read:

5. Meetings. The board shall have a physical location for each meeting. Notwithstanding Title 1, section 403-A, board members may participate in meetings by teleconference. Board members participating in the meeting by teleconference are not entitled to vote and are not considered present for the purposes of determining a quorum, except in cases in which the chair of the board determines that the counting of members participating by teleconference and the allowance of votes by those members is necessary to avoid undue hardship to an applicant for an investment.

Finance Authority of Maine No change

Sec. B-2. 10 MRSA §971 is amended to read:

§971. Actions of the members

Seven members of the authority constitute a quorum of the members. The affirmative vote of the greater of 5 members, present and voting, or a majority of those members present and voting is necessary for any action taken by the members. No vacancy in the membership of the authority may impair the right of the quorum to exercise all powers and perform all duties of the members.

Notwithstanding any other provision of law, in a situation determined by the chief executive officer to be an emergency requiring action of the members on not more than 3 days' oral notice, an emergency meeting of the members may be conducted by telephone in accordance with the following.

1. Placement of call. A conference call to the members must be placed by ordinary commercial means at an appointed time.

2. Record of call. The authority shall arrange for recordation of the conference call when appropriate and prepare minutes of the emergency meeting.

3. Notice of emergency meeting. Public notice of the emergency meeting must be given in accordance with Title 1, section 406 and that public notice must include the time of the meeting and the location of a telephone with a speakerphone attachment that enables all persons participating in the telephone meeting to be heard and understood and

that is available for members of the public to hear the business conducted at the telephone meeting.

Ethics Commission No change

Sec. B-3. 21-A MRSA §1002 is amended to read:

§1002. Meetings of commission

1. Meeting schedule. The commission shall meet in Augusta for the purposes of this chapter at least once per month in any year in which primary and general elections are held and every 2 weeks in the 60 days preceding an election. In the 28 days preceding an election, the commission shall meet in Augusta within one calendar day of the filing of any complaint or question with the commission. Agenda items in the 28 days preceding an election must be decided within 24 hours of the filing unless all parties involved agree otherwise.

2. Telephone meetings. The commission may hold meetings over the telephone if necessary, as long as the commission provides notice to all affected parties in accordance with the rules of the commission and the commission's office remains open for attendance by complainants, witnesses, the press and other members of the public.

Notwithstanding Title 1, chapter 13, telephone meetings of the commission are permitted:

A. During the 28 days prior to an election when the commission is required to meet within 24 hours of the filing of any complaint or question with the commission; or

B. To address procedural or logistical issues before a monthly meeting, such as the scheduling of meetings, deadlines for parties' submission of written materials, setting of meeting agenda, requests to postpone or reschedule agenda items, issuing subpoenas for documents or witnesses and recusal of commission members.

3. Other meetings. The commission shall meet at other times on the call of the Secretary of State, the President of the Senate, the Speaker of the House or the chair or a majority of the members of the commission, as long as all members are notified of the time, place and purpose of the meeting at least 24 hours in advance.

4. Office hours before election. The commission office must be open with adequate staff resources available to respond to inquiries and receive complaints from 8 a.m. until at least 5:30 p.m. on the Saturday, Sunday and Monday immediately preceding an election and from 8 a.m. until at least 8 p.m. on election day.

Sec. B-4. 32 MRSA §88, sub-§1, ¶D is amended to read:

§88. Emergency Medical Services' Board

The Emergency Medical Services' Board, as established by Title 5, section 12004-A, subsection 15, is responsible for the emergency medical services program.

1. Composition; rules; meetings. The board's composition, conduct and compensation are as follows.

A. The board has one member representing each region and 11 persons in addition. Of the additional persons, one is an emergency physician, one a representative of emergency medical dispatch providers, 2 representatives of the public, one a representative of for-profit ambulance services, one an emergency professional nurse, one a representative of nontransporting emergency medical services, one a representative of hospitals, one a representative of a statewide association of fire chiefs, one a municipal emergency medical services provider and one a representative of not-for-profit ambulance services. The members that represent for-profit ambulance services, nontransporting emergency medical services and not-for-profit ambulance services must be licensed emergency medical services persons. One of the nonpublic members must be a volunteer emergency medical services provider. Appointments are for 3-year terms. Members are appointed by the Governor. The state medical director is an ex officio nonvoting member of the board.

B. The board shall elect its own chair to serve for a 2-year term. The board may adopt internal rules that may include, but are not limited to, termination of board membership as a consequence of irregular attendance. If a board member does not serve a full term of appointment, the Governor shall appoint a successor to fill the vacancy for the remainder of the term. Any board member may be removed by the Governor for cause. The board may have a common seal. The board may establish subcommittees as it determines appropriate.

C. The board shall meet at least quarterly, and at the call of its chair or at the request of 7 members. When the board meets, members are entitled to compensation according to the provisions of Title 5, chapter 379.

D. A majority of the members appointed and currently serving constitutes a quorum for all purposes and no decision of the board may be made without a quorum present. A majority vote of those present and voting is required for board action, except that for purposes of either granting a waiver of any of its rules or deciding to pursue the suspension or revocation of a license, the board may take action only if the proposed waiver, suspension or revocation receives a favorable

vote from at least 2/3 of the members present and voting and from no less than a majority of the appointed and currently serving members. *The Notwithstanding Title 1, section 403-A, the board may use video conferencing and other technologies to conduct its business but is not exempt from Title 1, chapter 13, subchapter 1.* Members of the board, its subcommittees or its staff may participate in a meeting of the board, subcommittees or staff via video conferencing, conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this subsection constitutes presence in person at such meeting.

Workers' Compensation Board Proposed amendment to exempt from §403-A

Sec. B-5. 39-A MRSA §151, sub-§5 is amended to read:

5. Voting requirements; meetings. The board may take action only by majority vote of its membership. *The Notwithstanding Title 1, section 403-A, the* board may hold sessions at its central office or at any other place within the State and shall establish procedures through which members who are not physically present may participate by telephone or other remote-access technology. Regular meetings may be called by the executive director or by any 4 members of the board, and all members must be given at least 7 days' notice of the time, place and agenda of the meeting. A quorum of the board is 4 members, but a smaller number may adjourn until a quorum is present. Emergency meetings may be called by the executive director when it is necessary to take action before a regular meeting can be scheduled. The executive director shall make all reasonable efforts to notify all members as promptly as possible of the time and place of any emergency meeting and the specific purpose or purposes for which the meeting is called. For an emergency meeting, the 4 members constituting a quorum must include at least one board member representing management and at least one board member representing labor.

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Sec. X. XX MRSA §XXX-X, as amended by PL XXXX, c. XXX, §XX and affected by §XX, is repealed.

Sec. X. XX MRSA §XXX-X -is enacted to read:

§ XXX-X. Freedom of access; confidentiality of records

The records of the [board, agency, authority, etc.] are public records, except as specifically provided in this section.

1. Confidential records. The following records are designated as confidential for purposes of Title 1, section 402, subsection 3, paragraph A:

A. Records containing any information acquired by the [board, agency, authority, etc.] or a member, officer, employee or agent of the [board, agency, authority, etc.] from an applicant for or recipient of financial assistance provided pursuant to a program administered or established by the [board, agency, authority, etc.] if the applicant or recipient is an individual;

B. A record obtained or developed by the [board, agency, authority, etc.] that:

(1) A person, including the [board, agency, authority, etc.], to whom the record belongs or pertains has requested be designated confidential; and

(2) The [board, agency, authority, etc.] has determined contains information that gives the owner or a user an opportunity to obtain business or competitive advantage over another person who does not have access to the information, except through the record, or access to which by others would result in a business or competitive disadvantage, loss of business, invasion of privacy, or other significant detriment to any person to whom the record belongs or pertains;

C. A financial statement or tax return;

D. A record that contains an assessment by a person who is not employed by the [board, agency, authority, etc.] of the credit worthiness or financial condition of any person or project;

E. A record obtained or developed by the [board, agency, authority, etc.] prior to receipt of a written application or proposal if the application or proposal is for financial assistance to be provided by or with the assistance of the [board, agency, authority, etc.], or in connection with a transfer of property to or from the [board, agency, authority, etc.]. After receipt by the [board, agency, authority, etc.] of the application or proposal, a record pertaining to the application or proposal is

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not confidential unless it meets the requirements of the other paragraphs of the subsection; and

F. Non-public, personally identifiable information of an individual, including a consumer.

The [board, agency, authority, etc.] shall provide to a legislative committee, on written request signed by the chairs of that committee, any information or record, including information designated confidential under this subsection, specified in the written request. The information or record may be used only for the lawful purposes of the committee and in any action arising out of any investigation conducted by the committee and may not be released for any other purpose.

2. Exceptions. Notwithstanding subsection 1, the following are public records and are not confidential:

A. Any otherwise confidential information the confidentiality of which the [board, agency, authority, etc.] determines to have been satisfactorily and effectively waived;

B. Any otherwise confidential information that has already lawfully been made available to the public; and

C. Impersonal, statistical or general information, including:

(1) Names of recipients of or applicants for financial assistance, including principals, where applicable;

(2) Amounts, types and general terms of financial assistance provided to those recipients or requested by those applicants;

(3) Descriptions of projects and businesses benefiting or to benefit from the financial assistance;

(4) Names of transferors or transferees, including principals, of property to or from the authority, the general terms of transfer and the purposes for which transferred property will be used;

(5) Number of jobs and the amount of tax revenues projected or resulting in connection with a project;

(6) Upon the authority's satisfaction of its loan insurance liability, the amount of any loan insurance payments with respect to a loan insurance contract; and

(7) Names of financial institutions participating in providing financial assistance and the general terms of that financial assistance.;

3. Disclosure prohibited; further exceptions. A person may not knowingly divulge or disclose records designated confidential by this section, except that the

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[board, agency, authority, etc.], in its discretion and in conformity with legislative freedom of access criteria in Title 1, chapter 13, subchapter 1A, may make or authorize any disclosure of information of the following types or under the following circumstances:

- A. If necessary in connection with processing any application for, obtaining or maintaining financial assistance for any person;
- B. Information requested by a financing institution or credit reporting service;
- C. Information necessary to comply with any federal or state law or rule or with any agreement pertaining to financial assistance;
- D. If necessary to ensure collection of any obligation in which the [board, agency, authority, etc.] has or may have an interest;
- E. In any litigation or proceeding in which the [board, agency, authority, etc.] has appeared, introduction for the record of any information obtained from records designated confidential by this section;
- F. Pursuant to a subpoena, request for production of documents, warrant or other order by competent authority, as long as the order appears to have first been served on the person to whom the confidential information sought pertains or belongs and as long as the order appears on its face or otherwise to have been issued or made upon lawful authority; and
- G. If necessary in connection with acquiring, maintaining, or disposing of property.

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